

THE ALTAR SOCIETY
OF THE
CHURCH OF ST. LUKE AND THE EPIPHANY
Thirteenth Street below Spruce
Philadelphia, Pa.

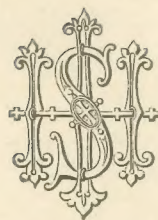


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January 1, 1915.



I

NAME, MEMBERSHIP, MEETINGS, ETC.

1. This Society shall be known as The Altar Society of the Church of St. Luke and The Epiphany.

2. Membership shall comprise two classes, Active and Honorary.

3. Only communicants of this parish shall be eligible for membership.

4. No duty is required of the Honorary Members other than the payment of Annual Dues and attendance at the Annual Meeting.

5. All Active Members are required to serve for one month on the Chancel Committee or to perform special duty on such other committees as they are appointed to.

6. The Rector of the Parish shall be President Ex-officio. A Vice-President shall be appointed by him.

7. The Vice-President in turn shall appoint once a year the various Committees.

8. Other officers of the Society shall be elected, once a year, at the Annual Meeting.

9. The regular Monthly Meetings shall be held on the first Friday of each month (July and August excepted), in the Little Chapel, at 10.15 A. M.

10. All meetings shall be opened with prayer by the Rector or, in his absence, by the Vice-President or, in her absence, by the presiding officer pro tem.

11. New members, either Active or Honorary, may be elected at any regular Monthly Meeting;

provided, however, that no name shall be voted upon which shall not have been proposed at a similar meeting at least one month in advance.

12. No person shall hereafter be eligible to election as an Honorary Member who shall not have served for a period of at least one year as an Active Member.

II.

OBJECTS OF THE SOCIETY.

The Objects of this Society Shall be:

1. To provide for the suitable decoration, care and custody of the Chancel and all its appointments and for due and reverent care and preparation of all the hangings.

2. To provide linens, vessels, etc. requisite to the conduct of Services and especially of the Holy Communion, both in the Church and in the Little Chapel.

3. To furnish and care for the vestments of the clergy, choir-master, choristers and vergers, and to have such general oversight of all work of laundering vestments as may be necessary.

4. To see that the Sanctuary is clean, well dusted and in order once a week, and to have such general oversight in all these matters as supplements the Verger's ordinary duties.

III.

OFFICERS

The Officers of this Society Shall Be:

President, the Rector, ex-officio.
Vice-President, appointed by the Rector.
Secretary, elected by the Society.
Treasurer, elected by the Society.

Chairmen of Committees, appointed by the Vice-President.

IV.

ORDER OF BUSINESS.

The Order of Business Shall Be as Follows:

1. Opening Prayers.
2. Reading of Minutes by the Secretary.
3. Report of the Treasurer.
4. Report of Standing Committees.
5. Report of Special Committees.
6. Communications read and considered.
7. Unfinished business.
8. New business.
9. Election of new members.

V.

FUNDS OF THE SOCIETY.

Responsibility and Accountability for Funds:

1. This Society shall be responsible for such expenses only as are incurred under resolution of the Society at a regular meeting and as carried out by the proper committee with the approval of the Rector and Vice-President.

2. The Treasurer shall send out notices of Dues and receipt for the payment of the same. The Treasurer shall be custodian also of the Annual Offering received in Church on Palm Sunday for the work of the Society.

3. No appeals or solicitations for funds for any objects of the Society shall be made by the Treasurer, but only by the Rector. No resolution shall prevail at any time to assess members merely by virtue of their membership.

VI.

STANDING COMMITTEES.

There Shall Be the Following Standing Committees:

1. The Committee on Vestments, Hangings and Altar Linens.
2. The Committee on Christmas and Easter Decorations.
3. The Committee, of one, on Weekly Memorial Altar Flowers.
4. The Monthly Chancel Committees. These shall consist of four members each, one committee to serve for one month.
5. The Committee on Brasses, whose duties shall be to see that the brasses are cleaned at intervals and kept in order, and to provide for this purpose the necessary utensils, etc.
6. The Committee on the care of Altar Vessels, to consist of two members, whose duties shall be to look after the silver from time to time, to see that it is kept in perfect condition and to provide proper cloths, etc., for its cleaning.

VII.

RULES FOR ALL MEMBERS.

1. Each Active Member shall belong to one or more of the above committees.
2. It is earnestly requested that every member of the Society, whether Active or Honorary, attend a Corporate Communion Service on St. Luke's Day or on the Feast of The Epiphany, or both.

THE MONTHLY CHANCEL COMMITTEE.

RULES.

1. Strict silence is enjoined within the Chancel Rail, whether before or after the Service.
2. Members on duty shall begin at such time as that all work in the Chancel may be finished at least one-half hour before service.
3. After the service, members shall enter the Chancel only through the door from the Sacristy and then not until the congregation shall have left the Church and the Clergy also shall have had time to withdraw.
4. Any member who finds she is unable to perform fully her duty, shall report at once to the Chairman of the Chancel Committee in order that another may be appointed in her stead. Even if this applies only to one Sunday, she should do the same.

DUTIES.

1. To see that the Chancel is clean and free from dust.
2. To find the proper lessons for the day in the Lectern Bible.
3. To put the Alms Basons in place on the Credence Table or Altar.
4. To see that hangings of the proper color are in place before each Service and that all things necessary are available for use at the hour of Service.
5. To arrange the flowers in the altar vases and place them on the Re-table. The vases shall be placed far enough from the Cross so that no flowers may touch it. Nothing is to be placed on the Re-table but the Cross and the two or four vases containing flowers.

SPECIAL DUTIES.

When there is a Celebration of the Holy Communion, in addition to the above duties:

1. To see that the proper linens are in place.
2. To see that the vessels, with bread and wine, are arranged in order on the Altar and the Credence.
3. To see that, after the Celebration, when the congregation has left the Church, all the vessels are cleaned and put away.
4. To clean the silver on the Saturday morning preceding any Sunday on which there is to be a Celebration of the Holy Communion.
5. To see that the linens also are put away, to lock all the drawers and give the keys to the Verger and to place the Protector on top of fair linen cloth on the Altar.
6. To remove the flowers and thoroughly clean the vases after the second service of the day, and to put the vases properly wrapped in their safe place of keeping.

FOR THE LITTLE CHAPEL.

There is a Celebration every Sunday at 8 A. M. and on each Saint's Day at 11 A. M. in the Little Chapel. The same preparations are to be made here as for similar services in the Church—except that the chalice and paten with bread and wine sufficient for the service, are left in the Sacristy, instead of being placed on the Altar.

GLOSSARY.

The Chancel. That part of a Church separated by steps from the Nave or body of the Church. It comprises the Choir and the Sanctuary.

The Choir. That part of the Chancel containing stalls and seats for the Clergy and Choir.

The Sanctuary. That portion of the Chancel containing the Altar, Bishop's Chair and Credence, within the Communion Rail.

The Lectern. That which supports the large Bible from which the lessons for the day are read. Its position is just outside the Choir. The figure of an eagle, standing upon a globe, with outspread wings, symbolizes the strong and far flight of the Gospel message over the entire world.

The Pulpit. This stands on the opposite side from the Lectern. It suggests the thought of the sacred and important work of the Christian Ministry as preachers of the Word of God.

The Bishop's Chair. Placed on the Gospel side of the Altar. It is a reminder of the highest order in the Christian Ministry.

The Credence. A table of wood or stone on the opposite side of the Sanctuary from the Bishop's Chair, sometimes let into the wall or set against it. It is used to hold the sacred elements and vessels, also the alms basins when there is no Communion Service.

The Altar. A table of stone or wood on which the Holy Communion is celebrated. Strictly speaking,

nothing is placed on the Altar but the Altar Desk, which holds the Service Book, the two Prayer Books the Hymnals and, when the Holy Communion is to be celebrated, the Communion Vessels with the proper Altar Cloths.

The Altar Cross. The special emblem of Christianity. This and the Vases for flowers, (and nothing else) are placed upon the Re-table, i. e., the shelf back of the Altar. The vases are to be placed well to the end of the Re-table so that the Cross may always shine out alone and take prominence.

Altar Coverings. The Altar is covered with Cere Cloth, Altar Cloth, Fair Linen and the Cloths of Service for the Holy Communion. When there is no Communion, the Protector is placed on top of the Fair Linen and the Credence Cover is removed from the Credence.

COLORS.

These are known as "Liturgical" or "Ecclesiastical Colors." They are:

White. Signifying purity and joy, is used for the Great Feasts, Saints' Days—of those saints who were not martyrs—and on Festival occasions, such as Confirmations, Weddings, etc.,—and at some Funerals.

Red. The emblem of blood and fire, is used on the Feasts of Martyrs and at Whitsuntide.

Violet. The emblem of penitence, is used in Advent, in the season from Septuagesima to Lent, in Lent and also on Rogation Days—and at most Funerals

Black. Signifying mourning, is used on Good Friday and also sometimes at Funerals. (Only the Black Stole and a plain dark purple Dossall are used on Good Friday, no Hangings.)

Green. Used on all other days.

THE HANGINGS.

The Dossall. The curtain which hangs behind the Altar.

The Altar Cloth. An ornamental cloth covering the front of the Altar. It is composed of a Frontal and a Super-Frontal.

The Frontal. This is embroidered and has fringe along the bottom and is put on a frame.

The Super-Frontal. This covers the Altar and hangs down in front, over the Frontal. The part covering the Altar is made of linen. The Super-Frontal may be used (if made separate from the Frontal) alone.

ACCESSORIES.

The Service Book.

The Service Book Markers.

The Lectern Book Markers.

The Pulpit Fall.

The Burial Pall.

THE LINENS.

The Fair Linen. A white cloth covering the top of the Altar and hanging down at the ends. It is embroidered with five crosses symbolic of our Lord's five wounds. (The Fair Linen is supposed to represent the cloth which was wound about our Lord's body at his burial.)

The Chalice Veil. This is of linen, square, embroidered and used to cover the vessels when not in use. (It is supposed to represent the cloth wrapped about our Lord's head at his burial.)

The Pall. A small square of fine linen cambric, embroidered and with lace, used to cover the Chalice during the Celebration. (Those used in the Chapel are put over cardboard.)

The Corporal. A square of linen, (embroidered with one cross in front), spread on top of the Fair Linen at the Celebration that the vessels may be placed upon it.

The Purificator. A small napkin used at the time of the Celebration for cleansing the vessels.

The Credence Cloth. A cloth used to cover the Credence.

The Cere Cloth. This is the first cloth which covers the Altar.

The Mundatory, or Towel. This is made of linen (birds-eye) and has a red cross at one end. It is used after the Celebration for cleansing the Chalice.

The Protector. A green linen or denim cloth, the length and width of the top of the Altar, (embroidered with five crosses). This lies over the Fair Linen Cloth. As the Altars in Church and Chapel are continually kept vested, this is used to protect the Fair Linen and is kept on for all services when there is no Celebration.

THE COMMUNION SILVER.

The Chalice, which is the cup.

The Paten, which holds the bread.

The Flagon, which holds the wine.

The Perforated Spoon, to recover crumbs of bread.

The Alms Bason, to contain the offering.

VESTMENTS.

The Cassock, a long black coat—close fitting—reaching to the feet.

The Cincture, a broad sash which confines the Cassock at the waist.

The Surplice, of linen lawn, put on over the Cassock.

The Stole, a strip of silk about three inches wide with embroidered ends and with fringe. The priest wears it about his neck, placed so that the ends hang down over the front of the Surplice. The color of the Stole for the day is the same color as the Hangings. It is also made of the same material.

THE SEASONS.

THE CHRISTIAN YEAR OR CHURCH YEAR.

This is designed to commemorate the principal events in the Life of Our Lord. It is the finest and most comprehensive of the Church's Symbols. It is divided into nine principal seasons, thus:

Advent. Turning our thought toward the "coming" great joy of Christmas. This season includes four Sundays and extends from Advent Sunday, which is the nearest Festival to the Festival of St. Andrew (Nov. 30), until Christmas Eve.

Christmas. Commemorating the Birth of Christ. The Christmas Season lasts twelve days, from Christmas Eve to the Eve of The Epiphany.

Epiphany. Meaning literally the Manifestation of Christ to the Gentiles. The Epiphany Season extends from Jan. 6th to Septuagesima Sunday and

includes from one to six Sundays, according to the date of Easter.

Septuagesima, Sexagesima, Quinquagesima.
The three Sundays in reverse order next before Lent.

Lent. The season of penitence, commemorating Our Lord's fast of forty days, His Passion, Death and Burial. The period extends from Ash Wednesday to Easter Even and includes six Sundays.

Easter. Commemorative of Christ's joyful Resurrection. The Easter Season continues from Easter until Ascension Day.

Ascensiontide. Commemorating the going up of Christ into Heaven. This season extends from Ascension Day (the 40th day after Easter) to Whitsunday (the 50th day after Easter.)

Whitsunday. Commemorating the outpouring of the Holy Ghost. Whitsuntide continues until Trinity—one week.

Trinity. The season extending from Trinity Sunday through the summer, on to Advent again, is a period of from 22 to 27 weeks, according to the date of Easter.

PRAYERS.

Grant, O Lord, we beseech Thee, that Thy blessing may rest upon this Altar Society and upon each member thereof, both present and absent. Give to all of us grace to live in Christian love toward one another, to bear one another's burdens and so fulfill the law of Christ and to follow the example of Thy Blessed Son, to whom, with Thee and the Holy Ghost, be all honour and glory, world without end. Amen.

O Lord of Souls, Who hast chosen and called me to service in Thy Church, all my trust is in Thee, for in Thee are the springs of my life. Abundantly give me of Thy Blessed Spirit, without whom nothing is strong, nothing is holy; and use me as it shall please Thee for the glory of Thy Name. Make my will patient, my conscience pure, my temper bright. Empty me of self, and fill me with the meekness of wisdom. Increase my faith, mellow my judgment, stir my zeal, enlarge my heart. Let my life enforce what my lips utter. Do thou choose for me the work I do, and the place in which I do it; the success I win, and the harvest I reap, Preserve me from jealousy and impatience; from self-will and depression. Make me faithful unto death, and then give me the crown of life. Through Jesus Christ our Lord, Amen.